

FDOH ENVIRONMENTAL LABORATORY WEST PALM BEACH

Instructions for Completing a Chain of Custody Record for Drinking Water Samples

The attached is an example of Chain of Custody form or sample submission sheet. The document is completed in the field and provides a written record of the handling of the samples from the time of collection until they are received at the laboratory. The Chain of Custody form also provide information on what type of testing is being requested and can act as an order for laboratory service in the absence of a formal contract. Chain of custody and any additional record received at the time of sample submission are maintained by the laboratory.

I. Fields to be completed by sample collector:

- 1. Sample Collection Date _____ Provide the date the samples are collected. If samples are collected on more than one day, provide the collection date for each sample.
- 2. Client _____ Provide Client full name.
- 3. Collected By _____ Provide the sample collector fist and last name.
- 4. Collector’s Contact Info _____ Provide sample collector phone number or email.
- 5. Number of Coolers _____ Provide the number of coolers used to store the samples.
- 6. Person to Send Report to _____ Provide the name of the person who will receive the report.
- 7. Email or Address for Report _____ Provide email or mailing address of the person who will receive the report
- 8. Permit # _____ Provide the 7-digits DEP PWS ID number.
- 9. System Name _____ Provide the full name of the public water system.
- 10. System Address _____ Provide the address in which the system is located.
- 11. Type of Supply _____ Check the box next to the type of PWS or source being tested.
- 12. Reason for Sampling _____ Check the box next to the reason the samples are being collected.
- 13. Sample # _____ Provide a unique number for each sample.
- 14. Sample Point _____ Provide the specific street address (or equivalent) for each sample collected.
- 15. Collection Time _____ Provide the time of collection for each sample collected.
- 16. Sample Type _____ Indicate the sample type for each sample collected. Sample type codes are: D = Distribution (routine compliance), C = Repeat/Check, R = Raw, P = Plant Tap, S = Special (Clearance, etc.).
- 17. pH _____ Indicate the field pH of the water sample.
- 18. Person performing Chlorine Analysis _____ Indicate the person performing disinfectant analyses. This only applies to disinfectant analyses for type “D” and “C” samples at community and non-transient non-community public water systems.
- 19. Disinfectant Residual _____ Indicate the disinfectant residual in mg/L (Chlorine, Chloramines, Chlorine Dioxide, etc.)
- 20. Relinquished By _____ The person who releases the sample(s) to the laboratory must sign, date and write the time they handed over the samples.

II. Fields to be completed by the laboratory:

- 1. Received in Ice _____ Indicate whether or not the sample meet minimum conditions of preservation (i.e., a temperature of <10°C is to be maintained during transit)
- 2. Temperature of sample bottles _____ Samples are checked by laboratory staff with a calibrated electronic IR thermometer.
- 3. IR Thermometer ID _____ Laboratory record IR Thermometer unique ID.
- 4. Sample Accepted _____ Indicate whether or not the sample is accepted.
- 5. Preservative in bottle _____ The laboratory can show that the received sample container is from their laboratory or have been appropriately tested and documented.
- 6. Labworks Unique ID # _____ Provide a unique number for each sample.
- 7. Received By _____ The person who receives the samples at the laboratory must sign, date, and write the time they were received.